

SECRETARY

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DEPARTMENT: Development Management/Planning

NATURE OF WORK:

Perform responsible and complex secretarial work.

Work involves the performance of difficult secretarial and clerical duties which involve independent judgment based on the knowledge gained through experience. Provide secretarial and administrative support for professional planning staff.

ESSENTIAL FUNCTIONS OF THE JOB:

Operates standard office equipment, including word processors to produce letters, memoranda, reports forms, invoices, purchase orders etc. working from rough drafts, handwritten notes, oral instructions or established procedures.

Sets up, and maintains Master Plan filing system.

Replies in person, by telephone, or by correspondence, to inquiries from visitors and callers; ascertains nature of the inquiry and provides information on departmental policies and procedures, programs or services provided. Provides census tract, statistical facts and other information in order to alleviate the workload of the planners.

Attends meetings, taking and transcribing minutes of the proceedings.

Prepares and sends correspondence and form letters on general matters, such as: Adjacent Property Owner Letters, Applicant Letters, DRC Action Letters, Planning Commission Action Letters, Board of Supervisors Action Letters, Subdivision Approval Letters, Inquiry Letters, Expiration Letters, with no supervision.

Receives and distributes department mail; schedules appointments and meetings; makes arrangements for seminars.

Collects Rezoning, Special Use Permit, Site Plan, Subdivision, Agricultural and Forest District, and Erosion and Sediment Control fees in accordance with established procedures, and maintains appropriate records for each.

Orders supplies and equipment for department.

Posts data to control records and reviews a variety of information for accuracy, completeness, and conformance to established standards; searches documents, including microfiche.

Scans correspondence and reports to determine what information is to be cross-filed and/or included in other files or reports in order that current and complete history of file is available; determines routing of projects to appropriate planner and keeps track of the project during the preapproval stages. Closes out and distributes plans to all appropriate agencies before sending to Records Management for microfilming.

Performs duties of the Development Management Administrative Secretaries in their absence.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates telephone, computer keyboard, copy machine, and calculator.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of office practices and procedures.

Considerable knowledge of data entry and computer operations and of automated record keeping.

Considerable knowledge of correct business English, spelling, and punctuation.

Ability to learn the policies, procedures, and services of the department to which assigned.

Ability to maintain complex records, to assemble and organize data and to prepare reports from such records.

Ability to work with other employees and the general public in an effective and courteous manner.

Ability to type accurately and rapidly and to compose effective and accurate correspondence.

Ability to take and transcribe minutes of meetings.

Ability to prioritize, organize, and perform work independently.

Ability to operate general office equipment, word processing equipment, and microcomputers as required to accomplish the work assigned.

MINIMUM QUALIFICATIONS:

Graduation from high school or equivalent, including or supplemented by course work in secretarial science and considerable experience in responsible secretarial work; or any equivalent combination of accepted education and experience providing the knowledge, abilities, and skills cited above.